

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

4 September 2014

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-103**

(Also advertised under AGR Position Vacancy Announcement 14-103)

**POSITION:** Sheet Metal Mechanic Supervisor (D0791000) (WS-3806-09) ( EXCEPTED POSITION)

**LOCATION:** 101st Air Refueling Wing, Bangor, Maine

**SALARY RANGE:** \$57,033 to \$66,518 per annum

**CLOSING DATE:** 19 September 2014

**AREA OF CONSIDERATION:**

**AREA I** - All permanent and indefinite Enlisted (E6 – E7) Technicians in the Maine Air National Guard (E6 members must be fully eligible for immediate promotion to E7 upon selection).

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience, education, or training which demonstrates the applicant's ability to explain manuals and work procedures; to train others in new duties; to estimate material and manpower needed for a specific job; to provide technical assistance on difficult work operations; and to prepare production records, work records, and reports.

**SPECIALIZED EXPERIENCE:** Must have thirty-six (36) months experience for the WS-09 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Knowledge of general supervisory concepts.

2. Knowledge of shop processes.
3. Skill in applying human relations techniques.
4. Skill in oral and written communication.
5. Knowledge of metals and common materials used in the sheet metal trade.
6. Ability to develop technically adequate plans for a complex operation.
7. Ability to secure agreement without causing friction, to understand another person's position, and to resolve complaints.

**COMPATIBILITY CRITERIA:** 2AXXX **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

**MILITARY ASSIGNMENT: 2A**

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil).

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS

CPT, EN

Human Resources Specialist

(Recruitment & Placement/Compensation)

D0791000

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**a. INTRODUCTION:**

The purpose of this position is to supervise workers on a day-to-day or project-by-project basis, either directly or through one or more subordinate leaders, in accomplishing the work operations of the organizational segment or work shift and to perform associated nonsupervisory work. The occupation and grade level which best reflects the nature of the overall work operations supervised is Sheet Metal Mechanic, WG-3806-10.

**b. DUTIES:**

- (1) Planning: Plans and schedules specific work assignments on a daily or project-by-project basis within specified time requirements. Arranges for adequate personnel, materials and equipment to accomplish the work.
- (2) Work Direction: Assigns tasks to be performed. Explains prescribed methods and procedures; instructs subordinates on new procedures and provides assistance on problems. Reviews work in progress and on completion. Obtains approval from supervisor for changes in standard or prescribed procedures and changes in work operations. Suggests ways or methods to improve operations or reduce costs.
- (3) Administration: Recommends individuals to fill vacancies or for promotion or reassignment. Assists in the establishment of performance standards and makes recommendations for performance appraisals. Counsels with employees on disciplinary issues and recommends disciplinary action. Attempts to resolve informal complaints and grievances, referring unresolved or more serious issues to supervisor. Conducts on-the-job training and recommends employees for formal training programs. Schedules leave and approves leave for short periods of time. Encourages employees to participate in suggestion or cost reduction programs. Ensures that regulations governing safety and housekeeping are observed. Explains and implements such personnel programs as equal opportunity, position management, position description review, and labor relations. Maintains production reports and records.
- (4) Performs the nonsupervisory functions of the organizational segment supervised.
- (5) Implements safety regulatory requirements. Ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.
- (6) Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform additional duties such as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operator, maintenance of facilities and equipment, or serve as a member of a team to cope with natural disasters or civil emergencies.
- (7) Performs other duties as assigned.

**c. RESPONSIBILITY:**

Supervisor provides general instructions, standard procedures, overall priorities and policies and relies upon the incumbent to control work operations and accomplish an adequate quantity and quality of work. Work is reviewed for efficient and economical accomplishment within established priorities and controls.